


Revised March 2015	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	LR-38-16MJ		Number of Vacancies	1
	Position Title	SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, GS-0018-07/09, Promotion Potential to GS-09			
	Opening Date	22 JAN 2016		Closing Date	5 FEB 2016
	Salary Range (DOLLAR)	GS-07: \$34,662-45,057 PER ANNUM GS-09: \$42,399-55,116 PER ANNUM		Work Schedule	FULL TIME PERMANENT
	Job Location	SAFETY OFFICE, U.S. NAVAL STATION, ROTA, SPAIN			
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnrc.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.				
Who May Apply	U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those residing in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions: (a) Applicants with career/conditional status, (b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6), (c) Veterans Recruitment Authority (VRA) (d) Veterans Employment Opportunities Act (VEOA) Referral of qualified candidates will be based on respective hiring authorities for which eligible. NOTE: The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities.				
About the Job	Incumbent conducts safety and occupational health surveys at a military installation, recommends measures to eliminate or control hazardous practices and conditions which may cause mishaps; prepares supplemental written safety procedures for application to local organizational components; performs periodic onsite surveys for assigned organizations; inspects construction projects and designs to determine compliance with applicable occupational safety standards, (e.g. question of exits and stairs, floor load capacity, aisle space, adequacy of sprinkling systems, safety features on storage tanks containing flammable and volatile liquids, and the adequacy of scaffolding erected to facilitate painting of builds); advises supervisors and safety representatives of appropriate safety and occupational health measures to control or eliminate hazardous operating processes or environmental conditions; prepares and revises safety instruction and guides that are relevant to Tenant Commands, military personnel, contractors, and base employees. Incumbent must be willing to travel overnight and for several days if the need arises in CONUS and throughout Europe for Safety and Occupational Health Inspections, professional development conferences and training. Advise and/or formally instruct supervisors and employees on traffic safety techniques, proper storage of hazardous material, common laboratory hazards and building evacuations procedures.				
OPM Qualification Requirements	http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/safety-and-occupational-health-management-series-0018/ AND http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards BASIC REQUIREMENTS: UNDERGRADUATE AND GRADUATE EDUCATION: Major study: safety or occupational health fields (safety, occupational health, industrial hygiene), or degree in other related fields that included or was supplemented by at least 24 semester hours of study from among the following (or closely related) disciplines: safety, occupational health, industrial hygiene, occupational medicine, toxicology, public health, mathematics, physics, chemistry, biological sciences, engineering, and industrial psychology (include transcripts). OR SPECIALIZED EXPERIENCE: Experience in or related to safety and occupational health that provided the specific knowledge, skills, and abilities to perform successfully the duties of the position. Examples of qualifying specialized experience include: <ul style="list-style-type: none">Managing safety or occupational health program elements.Applying safety and occupational health laws, regulations, principles, theories, practices, and procedures to advise on or resolve technical matters dealing with occupational safety and health requirements.Inspecting or surveying workplaces, processes, products or other systems for compliance with established safety and occupational health policies or standards and to identify potential new hazards.Training of workers, supervisors, managers, or other safety and occupational health personnel in safety or occupational health subjects.Work in occupational fields such as industrial hygienist, safety engineer, fire prevention engineer, health physicist, and occupational health nurse. IN ADDITION TO GS-07: One (1) full year of graduate level education OR superior academic achievement, (include transcripts), OR one (1) year of specialized experience equivalent to at least GS-05 level or pay band in the Federal service or equivalent experience in the private or public sector. GS-09: Master's or equivalent graduate degree OR two (2) full years of progressively higher level graduate education leading to such a degree OR LL.B. OR J.D., if related, (include transcripts), OR one (1) year of specialized experience equivalent to at least GS-07 level or pay band in the Federal service or equivalent experience in the private or public sector. NOTE: Equivalent combinations of education and experience are qualifying for which both education and experience are acceptable.				
Pertinent Information	<ol style="list-style-type: none">Selectee is required to participate in the Department of Defense direct deposit of pay program.Incumbent will be required to successfully complete a background investigation.Selectee may be required to successfully complete a probationary period.Position may be filled at the GS-07 or GS-09. Selectee may be promoted without further competition to the GS-09 level upon supervisory recommendation and meeting qualifications, regulatory, and legal requirements. However, a promotion is not guaranteed and no promise of promotion is implied.				
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.				
	THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HIRING AUTHORITIES:

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

VETERANS RECRUITMENT APPOINTMENT: TERM APPOINTMENT NOT TO EXCEED TWO YEARS (may be extended up to four years). Disabled veterans; veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which they received an authorized campaign/expedition badge/medal; veterans who while serving on active duty in the Armed Forces participated in a U.S. military operations for which they received an Armed Forces Service Medal; and recently separated veterans from active service under honorable conditions within the last three years.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnric.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" (**Mandatory**).
3. Sponsors PCS orders – Navy orders **MUST** include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (**Mandatory**).
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) (**if claiming federal status**)
6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days indicating Terminal Leave dates (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.